

Approved For Release 2001/04/09 : CIA RDP79-00232A000100010010-2

Approved For Release 2001/04/09 : CIA RDP79-00282A000100010010-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Personnel Director **CONFIDENTIAL** **DATE**: 26 December 1951
FROM : [REDACTED] **25X1A9a**
SUBJECT: Escorting of Visitors in North Building

1. There seems to be a difference in policy so far as escorting visitors from the reception desk to various offices within North Building is concerned. When you and I last discussed this matter you indicated that all visitors should be escorted by someone from the reception desk to whomever they are visiting.

2. Perhaps your office would want to send a memorandum to whatever individuals are concerned in this matter.

1 A9a

JOB NO. 16579 BOX NO. 1 FLD NO. 1 DOC. NO. 3 NO CHARGE
IN CLASS EXCLNSN / CLASS CHANGED TO: TB G DATE JULY 22
NEXT REV DATE 84 BY WV 3293 BY PER DOC. 07
NO. PG. 1 CREATION DATE 06 COMP 32 CPI ORG CLASS K
REV CLASS C REV COORD. AUTH: HR 70-3

ORIGINAL CL BY 61796
 DECL REVW ON 16-5-89
EXT BY ND 6 YRS BY Some
REASON 30(3)

CONFIDENTIAL

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UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	[REDACTED]		
2	[REDACTED]		
3	[REDACTED]		
4			
5			
FROM		INITIALS	DATE
1	[REDACTED]		27/1a
2	[REDACTED]		
3	[REDACTED]		
<input type="checkbox"/> APPROVAL		<input type="checkbox"/> INFORMATION	
<input type="checkbox"/> ACTION		<input type="checkbox"/> DIRECT REPLY	
<input checked="" type="checkbox"/> COMMENT		<input type="checkbox"/> PREPARATION OF REPLY	
<input type="checkbox"/> CONCORRENCE		<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> SIGNATURE		<input checked="" type="checkbox"/> RETURN	
<input type="checkbox"/> DISPATCH		<input type="checkbox"/> FILE	
REMARKS: <i>Pls determine how "Scout service" is now being accomplished. If none - suggest you call [REDACTED] & tell him our problems. Should be</i>			
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SECRET (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	106 N	RAB	1-2-57
2	107 N	D. Z.	1-4
3	114 N	fgd	1/4
4			
5			
FROM		INITIALS	DATE
1		JBR	12/27/57
2			
3			

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APPROVAL INFORMATION SIGNATURE
 ACTION DIRECT REPLY RETURN
 COMMENT PREPARATION OF REPLY DISPATCH
 CONCURRENCE RECOMMENDATION FILE

REMARKS: Please review & return as soon
as possible. Let's discuss it at
next Ont staff meeting. JBR.

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